

*It's Your Future . . .  
You Fill in the Blanks!*

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## *APPLICATIONS*



# *Role of the Application*



- ❑ It becomes a “calling card”.
- ❑ Screens you Out/In.
- ❑ Creates an agenda for the interview.

## *Helpful Hints . . .*



- ❑ Take your time & FOLLOW DIRECTIONS!
- ❑ Always Print or Type.
- ❑ Use a Pen -- NOT Pencil.
- ❑ Neatness counts – A LOT!!
- ❑ Answer every question.
- ❑ Don't give an expected salary, write "Open" or "Negotiable".

## *Helpful Hints . . . (cont.)*



- ☐ Use a copy of your resume as a guide.
- ☐ Be accurate. Check spelling, etc.
- ☐ Make sure your reason for leaving each job is a good one.
- ☐ Get permission from your references.
- ☐ Be honest. No exaggerating.
- ☐ Don't forget to sign & date the application.

# *Application "Info"*



- ☐ **Personal Information**
- ☐ **SSN**
- ☐ **Are you authorized to work in the U.S.?**
- ☐ **Are you over the age of 18?**
- ☐ **Hours available to work**

## *Application “Info” (cont.)*



- ☐ **Position applying for**
- ☐ **Are you willing to relocate?**
- ☐ **Date available to start work**
- ☐ **Education and Training**
- ☐ **List Honors, Achievements,  
Memberships & Activities**

## *Application "Info" (cont.)*



- ☐ Criminal record
- ☐ Work History
- ☐ References from former or present employers
- ☐ Character references from someone other than a former employer or relative

# *Application “Info” (cont.)*



## *Open-Ended Questions*

- ☐ **Require more than Yes/No Answers**
- ☐ **Usually 2 or 3 short sentence answers**
- ☐ **Be clear, concise & POSITIVE**



*There is NEVER a second chance to make a good first impression . . .*

- ☐ Be well groomed
- ☐ Dress appropriately
- ☐ Be prepared
- ☐ Bring copies of your resume
- ☐ Read all questions BEFORE beginning
- ☐ If you have questions, ask the person who gave you the application

*Above All....*

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***SELL  
YOURSELF!!***